**Team 3 Meeting Minutes**

**Wednesday September 08, 2010**

**Present:**

* **Ivee**
* **Sherry**
* **Chris**

**Purpose**:

* Regularly scheduled team communications

**Discussion Topics**:

* Team Wiki:
  + Sherry created a Team Wiki at the below link. This may be a more easily accessible and visible method to collaborate, particularly with so many pieces necessary for the project documents.
  + Does everyone agree to a team wiki for posting project information
* Team Ground Rules:
  + Ensure the same work is not being done by multiple people
  + Establishing meeting roles, agendas, task assignment
  + Establish a means to ensure someone is responsible for posting deliverables for the team upon each deliverable date.
  + Establish a more efficient means to keep everyone informed of project status

**Current Tasking:**

We have phase project document due Monday September 13, 2010 and the following tasks need to be assigned.

I (Chris) have posted a rough draft in the team office file share, and filled in some of the areas. Quick and dirty nothing special. There are several headings that need

There are five components to the phase I document, I would like Sherry to verify the purpose and goals are valid, and we can then begin to complete the other portions. Please choose a section to work on, and place your name under the header of your choice, or that is available, on the document in the team 3 office. The headings are listed below.

Look at document in file share, the phases include: Due by 11:59PM Monday

1. Purpose: *“What is the overall objective?” This may be redundant with overview*

The purpose of this program is to maintain the training and skills held by existing intervention coaches and provide Clay County School students with quality reading assistance and coaching.

1. Project Goals: *What is the goal of this project?*
   1. Meet current state mandates for “response to intervention coaches”
   2. Provide students with high quality coaching and intervention services
   3. Reduce costs to meet current budget needs
2. Project Procedures
   * *(Skim the Van Tiem book for guidance on what to include in your list and details of the major tasks.)*
   * *What is the general process that you need to carry out for the semester project?*
   * *What are the specific tasks that you need to think about for each phase?*
3. Project Timeline/Roles/Responsibilities

* What is your anticipated timeline of completion for the proposed project tasks
* Who will be in charge of the specific tasks?
* Is he team in agreement with the roles and responsibilities?
* Is the team in agreement with the tasks and the timeline?
* Does the tasks and timeline meet the needs of the target organization?

1. Project Assumptions
2. Client Contact Form: Questionnaire. The document should provide the consultant (us) with a clear agenda for communicating with our client, Clay County Schools (Sherry and her supervisor). I was thinking a standard form created in adobe, but the choice is ours as we see fit.

What information do you need to obtain from your client? Create a form that has a list of questions that you need to ask the client and/or stakeholders. Use a very structured document that can easily be sent to a client to complete if needed.

What is the most efficient way to get this information?

What challenges can you anticipate while interacting with the client?

What specific organizational resources do you need in order to successfully complete your semester project?

**Next Meeting**:

Wednesday September 15, 2010 8:00PM Via Skype